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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership / CLC
January 20, 2004
1:00pm - 3:00pm
25 Van Ness Avenue, Room 330B
San Francisco

AGENDA

Welcome and Announcements	1:00-1:10
Public Comment	1:10-1:20
Discuss Scope of Work (possible vote)	1:20-2:00
ership & CLC	
5 / S 04	
o-chairs (possible vote)	2:00-2:10
es of members & staff	
me (possible vote)	2:10-2:20
ssion (possible vote)	2:20-2:25
ng)	2:25-2:30

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Next meeting will be ??? 2004 at ???

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y your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the c. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business This ance assures that deliberations are conducted before the people and that City operations are open to the people's review. For Information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the Sunshine ance Task Force. Donna Hall, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone. 554- Fax: 554-7854, E-Mail: Donna_Hall@ci.sf.ca us.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership / CLC
January 20, 2004
1:00pm - 3:00pm
25 Van Ness Avenue, Room 330B
San Francisco

AGENDA

1. Welcome and Announcements	1:00-1:10
2. Public Comment	1:10-1:20
3. Discuss Scope of Work (possible vote) - Integration of Membership & CLC - Develop goals for 2004 - Develop Timeline	1:20-2:00
4. Elect Committee chair/Co-chairs (possible vote) - Roles & Responsibilities of members & staff - Community members	2:00-2:10
5. Select regular meeting time (possible vote)	2:10-2:20
6. Process Evaluation Discussion (possible vote)	2:20-2:25
7. Closing (Set Next Meeting)	2:25-2:30

Next meeting will be ??? 2004 at ???

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership / CLC
February 9, 2004
3:00pm - 4:30pm
25 Van Ness Avenue, 7th floor Conference room #710
San Francisco

AGENDA

1. Welcome and Announcements — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Approve 1/20 minutes (vote) — 3:20-3:25
4. Report from Steering — 3:25-3:35
5. Continue discussion on Scope of Work (possible vote) — 3:35-4:25
   - Finalize goals for 2004
   - Develop Timeline
     - Diversity / Cross-Cultural Communication Training
     - HIV prevention Plan trainings
     - Community meetings
7. Closing — 4:25-4:30

Next meeting will be March 8, 2004 from 3:00-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, March 8th, 2004
3:00 pm - 4:30 pm
25 Van Ness Avenue, 3rdth Floor room # 330 B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 2/9 minutes (vote)	3:20-3:25
4. Report from Steering	3:25-3:35
5. Review Timeline	3:35-3:45
6. Finalize HIV Prevention Plan Training Logistics - Who - What - Where - When	3:45-4:25
7. Closing	4:25-4:30

Next meeting will be April 12, 2004 from 3:00-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Lialson Committee
Monday, April 12th, 2004
3:00 pm - 4:30 pm
25 Van Ness Avenue, 3rdth Floor room # 330 B
San Francisco

AGENDA

1. Welcome and Announcements — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Approve 3/8 minutes (vote) — 3:20-3:25
4. Report from Steering — 3:25-3:35
5. Finalize HIV Prevention Plan Training Logistics — 3:35-3:50
   - Who
   - What
   - Where
   - When
6. Discuss membership terms — 3:50-4:10
   - Review current by-laws
7. Revisit timeline for Diversity training — 4:10-4:25
8. Closing — 4:25-4:30

Next meeting will be May10, 2004 from 3:00-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, May 10th, 2004
3:00 pm - 4:30 pm
25 Van Ness Avenue, 3rdth Floor room # 330B
San Francisco

AGENDA

1.	Welcome and Announcements	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Approve 4/12 minutes (vote)	3:20-3:25
4.	Report from Steering	3:25-3:35
5.	Update HIV Prevention Plan Training Logistics	3:35-3:50
6.	Finalize Community Assessment Methodology	3:50-4:05
7.	Discuss membership terms - Review current by-laws	4:05-4:15
8.	Revisit timeline for Diversity training	4:15-4:25
9.	Closing	4:25-4:30

Next meeting will be June 14, 2004 from 3:00-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee

Monday, June 14th, 2004
3:00 pm - 4:30 pm
25 Van Ness Avenue, 3rd th Floor room # 330B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 5/10 minutes (vote)	3:20-3:25
4. Report from Steering	3:25-3:35
5. Debrief HIV Prevention Plan Trainings	3:35-3:40
6. Update Visitation valley Community Assessment	3:40-3:45
7. Discuss membership - Review gaps - Recruitment of new members	3:45-4:05
8. Begin Planning Diversity training	4:05-4:25
9. Closing	4:25-4:30

Next meeting will be July 12, 2004 from 3:00-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, July 12, 2004
2:00 - 3:30 PM
25 Van Ness Avenue, 3rdth Floor Room 330B
San Francisco

AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve 6/14 minutes (vote)	2:20-2:25
4. Report from Steering	2:25-2:35
5. Discuss DPH/Prevention Website - Overview by Marise Rodriguez & Charles Klein - Discuss Committee's role in website development	2:35-2:50
6. Update Visitation Valley Community Assessment	2:50-3:05
7. Diversity training -Who -What -Where -When	3:05-3:25
8. Closing	3:25-3:30

Next meeting will be August 9, 2004, from 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee

Monday, August 9, 2004
3:00 - 4:30 PM
25 Van Ness Avenue, 3rdth Floor Room 330B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 7/12 minutes (vote)	3:20-3:25
4. Report from Steering	3:25-3:35
5. Update Visitation Valley Community Assessment	3:35-4:05
6. Update Diversity training -Who -What -Where -When	4:05-4:25
7. Closing	4:25-4:30

Next meeting will be September 13, 2004, from 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, September 13, 2004
3:00 - 4:30 PM
25 Van Ness Avenue, 3rd th Floor Room 330B
San Francisco

09-09-04P1:26 RCVD

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 7/12 minutes (vote)	3:20-3:25
4. Membership Recruitment	3:25-3:45
5. Update Diversity training -Who -What -Where -When	3:45-4:05
6. Update Visitacion Valley Community Assessment	4:05-4:20
7. October meeting	4:20-4:25
8. Closing	4:25-4:30

Next meeting will be November 8, 2004, from 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, October 4, 2004
3:00 - 5:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 9/13 minutes (vote)	3:20-3:25
4. Steering Update	3:25-3:35
5. Membership Recruitment	3:35-4:00
6. Update Diversity training -Who -What -Where -When	4:00-4:05
7. Update Visitacion Valley Community Assessment	4:05-4:55
8. Closing	4:55-5:00

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, October 4, 2004
3:00 - 5:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

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SEP 30 2004
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1. Welcome and Announcements — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Approve 9/13 minutes (vote) — 3:20-3:25
4. Steering Update — 3:25-3:35
5. HPPC Website
   Prioritize 3 themes for web launch
6. Membership Recruitment — 3:35-4:00
7. Update Diversity training — 4:00-4:05
   - -Who
   - -What
   - -Where
   - -When
8. Update Visitacion Valley Community Assessment — 4:05-4:55
9. Closing — 4:55-5:00

Next meeting will be November 8, 2004, from 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, November 8, 2004
3:00 - 4:30 PM
25 Van Ness Avenue, 3rd Floor Room 330B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 10/4 minutes (vote)	3:20-3:25
4. Steering Update	3:25-3:35
5. Debrief Diversity Training	3:35-3:45
6. Membership Recruitment - Update on New members - New member Orientation	3:45-4:00
7. Update Visitacion Valley Community Assessment	4:00-4:20
8. Next meeting	4:20-4:25
9. Closing	4:25-4:30

Next meeting will be December 13, 2004, from 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, December 13, 2004
3:00 - 4:30 PM
25 Van Ness Avenue, 3rd Floor Room 330B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve 10/4 minutes (vote)	3:20-3:25
4. Debrief Diversity Training	3:25-3:45
5. Update Visitacion Valley Community Assessment	3:45-4:05
6. 2004 Accomplishments/ 2005 Goals	4:05-4:25
7. Closing	4:25-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership / CLC
February 14, 2005
3:00pm - 4:30pm
25 Van Ness Avenue, 5th floor Conference room
San Francisco

AGENDA

1. Welcome and Announcements 3:00-3:10

2. Public Comment 3:10-3:20

3. Elect Co-chair (possible vote) 3:20-3:25

4. Rules of Engagement 3:25-3:35
   - Review Rules of respectful Engagement
   - Discuss Group Process

5. Discuss Scope of Work (possible vote) 3:35-3:55
   - Develop goals for 2005
   - Develop Timeline

6. Next Steps 3:55-4:25
   - Update Visitacion Valley Health Fair
   - Diversity training

7. Closing 4:25-4:30

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
March 14, 2005
3:00pm - 5:00 p.m.
25 Van Ness Avenue, 5th floor Conference room
San Francisco

03-03-05P03:57 RCVD

AGENDA

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105

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve minutes from 2/14/2005	3:20-3:25
4. Steering Update	3:25-3:35
5. Plan Diversity Training	3:35-3:55
6. Review Bylaws for Membership/Recruitment	3:55-4:10
7. Visitacion Valley Health Fair Update	4:10-4:20
8. SCANS	4:20-4:40
9. Continue Development of Timeline (possible vote) - Develop goals for 2005 - Develop Timeline	4:40-4:55
10. Closing	4:55-5:00

Next meeting will be April 11, 2005

NOTE: All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee

April 11, 2005
3:00pm - 5:00 p.m.
25 Van Ness Avenue, 5th floor Conference room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve minutes from 3/14/2005	3:20-3:25
4. Steering Update	3:25-3:35
5. Elect Committee Co-chair	3:35-3:45
6. Plan Diversity Training -meet with CoAction	3:45-4:30
7. Continue Discussion on Membership/Recruitment	4:30-4:40
8. SCANS	4:40-4:55
9. Closing	4:55-5:00

Next meeting will be May 9, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
May 9, 2005
3:00pm - 5:00 p.m.
25 Van Ness Avenue, 5th floor Conference room
San Francisco

AGENDA

1. Welcome and Announcements — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Approve minutes from 4/11/2005 — 3:20-3:25
4. Steering Update — 3:25-3:35
5. Finalize Diversity Training — 3:35-4:05
   - -Review agenda developed by CoAction
   - -Develop Evaluation questions for Survey Monkey
6. Continue Discussion on Membership/Recruitment — 4:05-4:30
7. SCANS — 4:30-4:55
8. Closing — 4:55-5:00

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Next meeting will be June 13, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, July 11, 2005
12:00 - 1:30 p.m.
Visitacion Valley Middle School, 450 Raymond Avenue
Beacon Center, 1st floor, Room 101
San Francisco

AGENDA

1.	Welcome and Announcements	12:00-12:10
2.	Public Comment	12:10-12:20
3.	Approve minutes from 6/13/2005	12:20-12:25
4.	Steering Update	12:25-12:35
5.	Finalize 7/14 HPPC Presentation -Review & Practice presentation	12:35-1:10
6.	Continue Discussion on Membership/Recruitment (Possible Vote)	1:10-1:20
7.	Schedule additional meeting for July or August	1:20-1:25
8.	Closing	1:25-1:30

Next meeting will be August 8, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Thursday, July 28, 2005
1:00 - 3:00 p.m.
25 Van Ness Avenue, 3rd Floor Room 330B
San Francisco

AGENDA

1. Welcome and Announcements 1:00-1:10

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2. Public Comment 1:10-1:20
3. Approve minutes from 7/11/2005 1:20-1:25
4. Debrief Visitacion Valley presentation 1:25-1:35
   -Next Steps
5. Membership/Recruitment (possible vote) 1:35-2:10
   - Review Gaps
   - Timeline
   - Review Applications on File
   - Interview panel availability
   - Next Steps
5. Phase II Diversity/Teambuilding Training (possible vote) 2:10-2:55
   -Next steps (Phase II)
6. Closing 2:55-3:00

Next meeting will be August 8, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday August 8, 2005
3:00 - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

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1. Welcome and Announcements 3:00-3:10
2. Public Comment 3:10-3:20
3. Approve minutes from 7/11/2005 & 7/28/05 3:20-3:25
4. Steering Update 3:25-3:35
5. Membership Recruitment 3:35-4:05
   - check-in on applications/interviews
   - discuss/plan new member orientation
6. New Community Members 4:05-4:25
   - follow-up on discussion at Steering about community member process
7. Closing 4:25-4:30

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Next meeting will be September 12, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, September 12, 2005
3:00 – 5:00 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve minutes from 8/8/2005	3:20-3:25
4. Steering Update	3:25-3:35
5. Membership Recruitment - review applications/interview materials - prioritize applicants	3:35-4:00
6. Plan new member orientation	4:00-4:20
7. Phase II Teambuilding - Brainstorm ideas	4:20-4:40
8. October HPPC presentation	4:40-4:50
9. Reschedule October Committee meeting	4:50-4:55
10. Closing	4:55-5:00

Next meeting will be October ??, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Tuesday, October 11, 2005
3:00 – 5:00 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve minutes from 9/12/2005	3:20-3:25
4. Steering Update3:25-3:35	
5. Phase II Teambuilding - Brainstorm ideas - Meet with Marcas Arano	3:35-4:25
6. Follow-up new member orientation	4:25-4:40
7. October HPPC presentation	4:40-4:55
8. Closing	4:55-5:00

Next meeting will be November 14, 2005

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
December 12, 2005
3:00pm - 4:30 p.m.
25 Van Ness Avenue, 5th floor Conference room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve minutes from 10/11/2005	3:20-3:25
4. Steering Update	3:25-3:35
5. Debrief Teambuilding Workshop -Next steps -Evaluation	3:35-4:05
6. Ideas for 2006 -Brainstorm some ideas for 2006	4:05-4:25
7. Closing	4:25-4:30

Next meeting will be January ?? 2006

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Membership/Community Liaison Committee
January 30, 2006
3:00pm - 5:00 p.m.
25 Van Ness Avenue, 5th floor Conference room
San Francisco

AGENDA

1. Welcome and Announcements — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Elect Co-chair (possible vote) — 3:20-3:25
4. Set meeting Days and Time (possible vote) — 3:25-3:30
5. Discuss Scope of Work (possible vote) — 3:30-3:55
   - Develop goals for 2006
   - Develop Timeline
6. Next Steps — 3:55-4:50
   - Diversity training (March 9th)
   - Attendance policy
   - Lateness policy
   - Needs Assessment
7. Closing — 4:50-5:00

Next meeting will be February 27, 2006

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, February 13, 2006
3:00 p.m. - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements 3:00-3:10

2. Public Comment 3:10-3:20

3. Approval of Minutes from 1/30/06 (possible vote) 3:20-3:35

4. Discuss Council Workshop (possible vote) 3:35-4:15
   - Meet with Simma Lieberman
   - Set a goal for the workshop
   - Discuss and approve activities

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5. Next Steps (possible vote) 4:15-4:50
   - Set time line for scope of work
   - Review status of attendance policy
   - Review status of lateness policy
   - Discuss questions for Needs Assessment

6. Closing 4:50-5:00

Next meeting will be March 13, 2006

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, March 13, 2006
3:00 p.m. - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:15
2. Public Comment	3:15-3:20
3. Approval of Minutes from 02/13/06 (vote)	3:20-3:30
4. Debrief Teambuilding Workshop	3:30-3:50
5. Review Community Member Applications (possible vote) - Recommendations for Steering Committee	3:50-4:05
6. Timeline (possible vote) - Set time line for scope of work	4:05-4:25
7. Closing	4:25-4:30

Next meeting will be April 10, 2006, 3:00-4:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, April 10, 2006
3:00 p.m. - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:15
3. Approval of 03/13/06 meeting minutes (vote)	3:15-3:20
4. Steering Update	3:20-3:25
5. Community Needs Assessment (possible vote) • Clare Nolan of Harder & Co leads brainstorm on Ideas for populations for needs assessment	3:25-3:55
6. Community Member Attendance Motion (possible vote) • Discuss Presentation for the 04/13 HPPC	3:55-4:05
7. Timeline (possible vote)	4:05-4:15
8. Training Assessment (possible vote) • Review questions to explore training needs of Council members	4:15-4:25
9. Closing	4:25-4:30

Next meeting will be May 8, 2006

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, May 8, 2006
3:00 p.m. - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:15
3. Approval of 04/10/06 meeting minutes (vote)	3:15-3:20
4. Steering Update	3:20-3:30
5. Community Needs Assessment Update (possible vote)	3:30-3:45
6. Training Assessment (possible vote) • Review results of Survey monkey questionnaire to explore training needs of Council members • Next steps	3:45-4:20
7. Reschedule November Meeting	4:20-4:25
8. Closing	4:25-4:30

Next meeting will be June 5, 2006

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, June 12, 2006
3:00 p.m. - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

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1. Welcome and Announcements 3:00-3:05
2. Public Comment 3:05-3:15
3. Approval of Minutes from 05/08/06 (vote) 3:15-3:20
4. Steering Report 3:20-3:25
5. Discuss Community Member Follow-up (possible vote) 3:25-4:00
   - Training
   - Orientation
   - Attendance policy
   - Numbers on committees
6. New Member Recruitment 4:00-4:25
   - Plan & Timeline
   - Youth Committee recommendations
7. Reschedule July 10 Meeting 4:25-4:30

Next meeting will be ???

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Thursday, July 6, 2006
2:30 - 4:00 p.m.
25 Van Ness Avenue, 330A
San Francisco

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AGENDA

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1. Welcome and Announcements	2:30-2:35
2. Public Comment	2:35-2:45
3. Approval of Minutes -from 05/08/06 & 06/12/06 (vote)	2:45-2:55
4. Steering Report	2:55-3:00
5. New Member Recruitment (possible vote) - Assess Gaps - Evaluate application & set deadline - Develop recruitment strategies	3:00-3:25
6. July HPPC Presentation - Membership Drive	3:25-3:35
7. Late Testers Need Assessment - Guest from Harder& Co.	3:35-3:55
8. Closing	3:55-4:00

Next meeting will be August 14, 2006, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, August 14, 2006
3:00 p.m. - 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements 3:00-3:05

2. Public Comment 3:05-3:15

3. Approval of Minutes from 07/06/06 (vote) 3:15-3:20

4. Steering Report 3:20-3:25

5. Needs Assessment Update 3:25-3:35

6. New Member Recruitment (possible vote) 3:35-3:50
   - Assess applications
   - Review Deadline

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7. Set Interview Schedule 3:50-4:15
   - Guest Betty Chan Lew
   - Review interview questions
   - Interview panel

8. Future Items (possible vote) 4:15-4:20
   - Set meeting for new member selection
   - Discuss Orientation Plan
   - Mentor Program

8. Closing 4:25-4:30

Next meeting will be September 11, 2006

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, September 11, 2006
3:00 p.m. – 5:00 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

10-07-06A 11:53 RCVD

AGENDA

1. Welcome and Announcements	3:00-3:05
2. Public Comment	3:05-3:15
3. Approval of Minutes from 08/14/06 (vote)	3:15-3:20
4. Steering Report	3:20-3:25
5. Orientation Plan • Format • Items to cover • Agenda	3:25-3:55
6. New Member Recruitment (possible vote) • Review interviews • Assess scoring sheet • Make recommendations	3:55-4:35
7. Mentor Program	4:35-4:50
8. Future Items (possible vote) • October 16 meeting reminder	4:50-4:55
8. Closing	4:50-5:00

Next meeting will be October 16, 2006, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, October 16, 2006
3:00 p.m. – 4:30 p.m.
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:05
2. Public Comment	3:05-3:15
3. Approval of Minutes from 09/11/06 (vote)	3:15-3:20
4. Steering Report	3:20-3:25
5. New Member Orientation (possible vote) ✪ Review Materials	3:25-3:50
6. Mentor Program (possible vote) ✪ Approve guidelines ✪ Match mentors	3:50-4:00
8. Future Items (possible vote) ✪ December HPPC meeting plan ✪ Where, how long, presenters, activity	4:00-4:25
9. Closing	4:25-4:30

Next meeting will be November 13 2006, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Monday, November 13, 2006
3:00 p.m. – 4:30 p.m.
25 Van Ness Avenue, 330B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:05
2. Public Comment	3:05-3:15
3. Approval of Minutes from 10/16/06 (vote)	3:15-3:20
4. Steering Report	3:20-3:25
5. Debrief New Member Orientation ✪ Review survey results	3:25-3:40
6. December 14th Meeting (possible vote) ✪ Approve Activities ✪ "Speed Friending" Guidelines ✪ Agenda	3:40-4:25
7. Closing	4:25-4:30

Next meeting will be December 11 2006, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Membership/Community Liaison Committee
Thursday, December 14, 2006 (New Date)
2:40 p.m. – 3:00 p.m.

Port of San Francisco
Pier One (at the foot of Washington Street)
Next to the Ferry Building
Bay Side Conference Room
San Francisco, CA

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/06

12-11-06P 2:00 RCVD

AGENDA

1. Welcome & Announcements	2:40-2:45
2. Public Comment	2:45-2:55
3. Approval of Minutes from 11/13/06 (vote)	2:55-3:00

Next meeting will be TBD 2007

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Membership/Community Liaison Committee
Monday, February 12, 2007
1:30 - 3:00 p.m.
25 Van Ness Avenue, 5th floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements	1:30-1:40
2. Public Comment	1:40-1:50
3. Member Response to Public Comment	1:50-1:55
4. Committee Process and Logistics (possible vote) 51 -Co-chair(s) Election -Steering Representative /07 -Meeting Date and Time -Discuss Group Process	1:55-2:30
5. Discuss Scope of Work (possible vote) - Develop goals for 2006 - Develop Timeline	2:30-2:50
6. Next Steps	2:50-3:00

Next Meeting: TBD

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Monday, March 12, 2007
2:00 - 4:00 p.m.
25 Van Ness Avenue, 5th floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Changes	2:00-2:10
2. Public Comment	2:10-2:15
3. Member Response to Public Comment	2:15-2:20
4. Approval of February 12th Minutes (VOTE)	2:20-2:30
5. Update from Steering/HPPC/CPG Training (Possible Vote)	2:30-2:50
6. Review HPPC Training Needs Survey (Possible Vote)	2:50-3:10
7. Discussion on May HPPC Diversity/Communication Training (Possible Vote)	3:10-3:30
8. Discussion on Recruitment and HPPC Community Meeting (Possible Vote)	3:30-3:50
9. Next Steps	3:50-4:00

Next Meeting: April 9th, 2-4pm

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HIV PREVENTION PLANNING COUNCIL (HPPC)

3:30 p.m. msf

Membership/Community Liaison Committee

Monday, April 9, 2007
2:00 - 4:00 p.m.
25 Van Ness Avenue, 5th floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:00-2:10
2. Public Comment	2:10-2:15
3. Member Response to Public Comment	2:15-2:20
4. Approval of March 12th Minutes (Action item)	2:20-2:25
5. Update from Steering (Information Item)	2:25-2:30
6. HPPC Composition (Action Item) • Latino representation • Attendance	2:30-2:50
7. May HPPC Community meeting (Action Item)	2:50-3:15
8. September Diversity Training (Action Item)	3:15-3:30
9. Summary and Closure of Meeting	3:30-4:00

Next Meeting: May 14th, 2-4pm

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee

Monday, May 14, 2007
2:00 – 3:30 p.m.
25 Van Ness Avenue, 330B
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes — 2:00-2:10
2. Public Comment — 2:10-2:15
3. Member Response to Public Comment — 2:15-2:20
4. Approval of April 9th Minutes (Action item) — 2:20-2:25
5. Update from Steering (Information Item) — 2:25-2:30
6. HPPC Composition (Action Item) — 2:30-2:50
   - Latino Recruitment update
   - Member representation
7. May HPPC Community meeting (Action Item) — 2:50-3:25
   - Agenda planning
   - Meeting location
   - Other logistics
8. Summary and Closure of Meeting — 3:25-3:30

11:00 a.m. msf
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Next Meeting: June 11th, 2-4 PM, 330A.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee

Monday, June 11, 2007
2:00 – 3:30 p.m.
25 Van Ness Avenue, 330A
San Francisco

2:50 p.m. mst

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AGENDA

1. Welcome, Announcements and Agenda Changes	2:00-2:10
2. Public Comment	2:10-2:15
3. Member Response to Public Comment	2:15-2:20
4. Approval of May 14th Minutes (Action item)	2:20-2:25
5. Update from Steering (Information Item)	2:25-2:30
6. HPPC Community Meeting (Action Item) • Review HPPC Community Meeting Agenda • Outcome recommendations	2:30- 3:00
7. HPPC Composition (Action Item) • Update on current membership applications • Schedule interview dates • Other logistics	3:00-3:20
8. September Diversity Training (Information Item) • July interviews	3:20-3:25
9. Summary and Closure of Meeting	3:25-3:30

Next Meeting: July 9th, 2-4 PM,
AIDS Office, 5th Floor Conference Room.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee

Monday, July 9, 2007
2:00 – 4:00 p.m.
25 Van Ness Avenue, 330A
San Francisco

10:50 a.m. mst
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AGENDA

1. Welcome, Announcements and Agenda Changes — 2:00-2:10
2. Public Comment — 2:10-2:15
3. Member Response to Public Comment — 2:15-2:20
4. Approval of June 11th Minutes (Action item) — 2:20-2:25
5. Update from Steering (Information Item) — 2:25-2:35
6. HPPC Community Meeting (Action Item) — 2:35-3:05
   - Success/challenges
   - Transgender youth recommendations
   - Review comment card responses
7. Membership Recruitment (Action Item) — 3:05- 3:25
   - Mid-year recruitment - July interviews
   - End-of-year recruitment - Plan
8. Diversity Training in September (Action Item) — 3:25-3:55
   - Identify potential trainers
   - Set-up interviews for trainers in August
9. Summary and Closure of Meeting — 3:55-4:00

Next Meeting: August 13, 2-4 PM,
AIDS Office, 5th Floor Conference Room.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Monday, August 13, 2007
2:00 – 5:00 PM.
25 Van Ness Avenue, Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:00-2:10 PM
2. Public Comment	2:10-2:20 PM
3. Member Response to Public Comment	2:20-2:25 PM
4. Approval of July 9th Minutes (Action item)	2:25-2:30 PM
5. Update from Steering (Information Item)	2:30-2:35 PM
6. HPPC Mid-year Recruitment (Action Item) • Review/select candidates • Plan new membership orientation	2:35-3:00 PM
7. Diversity Trainer Interview - Asian & Pacific Islander Health Forum (APIHF) - (Information Item) • Interview • Discussion	3:00-3:50 PM
8. BREAK	3:50-4:00 PM
9. Diversity Trainer Interview - Lydia A. Sausa (Information Item) • Interview Discussion	4:00-4:50 PM
10. Vote on September Diversity Trainer (Action Item)	4:50-4:55 PM
11. Summary and Closure of Meeting	4:55-5:00 PM

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Next Meeting: September 10, 2:00 - 4:00 PM,
AIDS Office, 5th Floor Conference Room.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Monday, September 10, 2007
2:00 – 4:00 PM
25 Van Ness Avenue, Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:00-2:10 PM
2. Public Comment	2:10-2:20 PM
3. Member Response to Public Comment	2:20-2:25 PM
4. Approval of August 13th Minutes (Action Item)	2:25-2:30 PM
5. Update from Steering (Information Item)	2:30-2:35 PM
6. Discuss September 13th Diversity Training	2:35-3:00 PM
7. BREAK	3:00-3:10 PM
8. Select October and November Membership/CL Committee Meeting Dates and Times (Action Item)	3:10-3:20 PM
9. Select Interview & Orientation Dates and Times	3:20-3:30 PM
10. Review HPPC Composition & Applicants' Demographics (Information Item)	3:30-3:50 PM
11. Discuss Membership/CL Committee Year End Presentation (Action Item)	3:50-3:55 PM
13. Summary and Closure of Meeting	3:55-4:00 PM

Next Meeting: October TBD

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HIV PREVENTION PLANNING COUNCIL (HPPC)

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Membership/Community Liaison Committee
Monday, October 15, 2007
2:00 – 4:00 PM
25 Van Ness Avenue, 330B
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:00-2:10 PM
2. Public Comment	2:10-2:20 PM
3. Member Response to Public Comment	2:20-2:25 PM
4. Approval of September 10th Minutes (Action Item)	2:25-2:30 PM
5. Update from Steering (Information Item)	2:30-2:45 PM
6. Debrief September 13th Diversity Training	2:45-3:00 PM
7. HPPC Annual Recruitment Drive (Action Item) • Review current membership composition • Review/select candidates • Plan new membership orientation	3:00-3:30 PM
8. Discuss Membership/CL Committee Year End Presentation (Action Item) • 10 minute slot - December HPPC Meeting	3:30-3:55 PM
9. Summary and Closure of Meeting	3:55-4:00 PM

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Next Meeting: November 5th, 2:00 - 4:00PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Monday, November 5, 2007
2:00 – 4:00 PM
25 Van Ness Avenue, Conference Room
San Francisco

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AGENDA

1. Welcome, Announcements and Agenda Changes	2:00-2:10 PM
2. Public Comment	2:10-2:20 PM
3. Member Response to Public Comment	2:20-2:25 PM
4. Approval of October 15th Minutes (Action Item)	2:25-2:30 PM
5. Update from Steering (Information Item)	2:30-2:45 PM
6. Membership/CL Committee Year End Presentation (Action Item) • Review the scope of the presentation • Discuss/develop content of presentation • Choose 2 presenters	2:45-3:30 PM
7. Recruitment (Information Item) • Discussion of membership application forms (improvements) • Unfulfilled gaps • Recommendations for 2008	3:30-3:50 PM
8. Summary and Closure of Meeting • Review current membership composition	3:50-4:00 PM

Next Meeting: December 10, 2:00 – 4:00PM, Conference Room

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Membership/Community Llaison Committee
Monday, December 10, 2007
2:00 – 4:00 PM
25 Van Ness Avenue, Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes — 2:00-2:10 PM
2. Public Comment — 2:10-2:20 PM
3. Member Response to Public Comment — 2:20-2:25 PM
4. Approval of November 5th Minutes (Action Item) — 2:25-2:30 PM
5. Update from Steering (Information Item) — 2:30-2:45 PM
6. Membership/CL Committee Year End Presentation (Action Item) — 2:45-3:30 PM
   - Discuss/revise any content changes in the presentation
   - Dee, Jenny, and Chandra practice mini presentation before the committee
7. Membership Recommendations for 2008 (Action Action Item) — 3:30-3:50 PM
   - Review proposed changes for Membership application forms
   - Review and identify unfulfilled gaps
   - Develop recommendations for 2008
8. Summary and Closure of Meeting — 3:50-4:00 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Monday, January 28, 2008
2:00 - 3:30 PM.
25 Van Ness Avenue, San Francisco
5th floor Conference Room

AGENDA

1. Welcome, Announcements and Agenda Changes 2:00-2:10

2. Public Comment 2:10-2:20

3. Member Response to Public Comment 2:20-2:25

4. Committee Process and Logistics (Action Item) 2:25-2:55
   - Co-chair(s) Election
   - Steering Representative
   - Meeting Date and Time
   - Discuss Group Process
   - Process Evaluation

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5. Discuss Scope of Work (Information Item) 2:55-3:15
   - Review 2008 Scope of Work
   - Develop goals for 2008
   - Develop Timeline

6. Membership/CL Committee Application (Action Item) 3:15-3:25
   - Proposed changes to the 2008 application form
   - Present to the February Steering Committee

7. Summary and Closure of Meeting 3:25-3:30

Next Meeting: TBD

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, February 21, 2008
2:00 - 3:30 PM
25 Van Ness Avenue, San Francisco
3rd Floor, Room 330B

AGENDA

1.	Welcome, Announcements and Agenda Changes	2:00-2:10
2.	Public Comment	2:10-2:20
3.	Member Response to Public Comment	2:20-2:25
4.	Update from Steering Committee (Information Item)	2:25-2:35
5.	Committee Process and Logistics (Action Item) - Co-Chair Election - Meeting Date and Time	2:35-2:55
6.	HPPC Membership Application (Action Item) - Proposed changes to the HPPC membership application form	2:55-3:10
7.	Discuss Scope of Work (Action Item) - Draft Timeline	3:10-3:25
8.	Summary and Closure of Meeting	3:25-3:30

Next Meeting: TBD

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, March 6, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, San Francisco
7th Floor, Suite 720 (Civil Service Commission)

AGENDA

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of February 21 Minutes (Action Item)	3:25-3:30
5.	Update from Steering Committee (Information Item)	3:30-3:40
6.	Diversity /Team Building - Interview Facilitator (Information/Action Item) Asian & Pacific Islander Health Forum (APIHF)	3:40-4:10
7.	Co-Chair Election (Action Item)	4:10-4:20
8.	HPPC Membership Application (Information Item) - Review Recommendations from Steering Committee	4:20-4:30
9.	Summary and Closure of Meeting	

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Next Meeting: April 3, 2008, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, April 3, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of March 6 Minutes (Action Item)	3:25-3:30
5.	Review Process Evaluation Results from Feb 21 & March 6 Meetings (Information Item)	3:30-3:40
6.	Update from Steering Committee (Information Item)	3:40-3:50
7.	Co-Chair Election (Action Item)	3:40-3:50
8.	Finalize April 10th Diversity /Team Building (Action Item)	3:50-4:20
9.	HPPC Membership Application (Information Item) - Review Recommendations from Steering Committee	4:20-4:30
10.	Summary and Closure of Meeting	

Next Meeting: May 1, 2008, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, May 1, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of April 3rd Minutes (Action Item)	3:25-3:30
5.	Review Process Evaluation Results from April 3rd Meeting (Informational Item)	3:30-3:30
6.	Update from Steering Committee (Information Item)	3:35-3:40
7.	Diversity/Teambuilding Training Evaluations and Debrief (Information Item)	3:40-3:55
8.	Council Member Profiles (Information Item)	3:55-4:15
9.	HPPC Membership Application (Information Item) - Review Recommendations from Steering Committee	4:15-4:25
10.	Summary and Closure of Meeting	4:25-3:00

Next Meeting: Thursday, June 5, 2008, 3:00-4:30 PM

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Membership/Community Liaison Committee
Thursday, June 5, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of May 1st Minutes (Action Item)	3:25-3:30
5.	Update from Steering Committee (Information Item)	3:30-3:35
6.	HPPC Membership Application (Action Item) - Review Proposed Drafts -Vote on changes to present to Steering Committee for approval	3:35-3:55
7.	Recruitment (Action Item) - Membership Composition Review - Identify Gaps - Timeline	3:55-4:10
8.	Council Member Profiles (Action Item) - Review goals - Develop questions - Identify Tasks	4:10-4:20
9.	Membership/CLC June Council Update (Action Item) - Identify presenter & items to update	4:20-4:25
10.	Summary and Closure of Meeting	4:25-4:30

Next Meeting: Thursday, July 17th, 2008, 1:30-3:00 PM

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Membership/Community Liaison Committee
Thursday, July 17, 2008
1:30 - 3:00 PM
25 Van Ness Avenue, 330B
San Francisco

AGENDA

1.	Welcome, Announcements and Agenda Changes	1:30-1:40
2.	Public Comment	1:40-1:50
3.	Member Response to Public Comment	1:50-1:55
4.	Approval of June 5 Minutes (Action Item)	1:55-2:00
5.	Update from Steering Committee (Information Item)	2:00-2:10
6.	Recruitment (Action Item) - Membership Composition Review - Identify Gaps - Timeline	2:10-2:40
7.	Council Member Profiles (Action Item) - Review goals - Develop questions - Identify Tasks	2:40-2:55
8.	Summary and Closure of Meeting	2:55-3:00

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Next Meeting: Thursday, August 7, 2008, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, August 7th, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of July 17th Minutes (Action Item)	3:25-3:30
5.	Update from Steering Committee (Information Item)	3:30-3:40
6.	Membership/CL Committee Co-Chair Seat (Action Item)	3:40-3:50
7.	Recruitment (Action Item) - Recruitment strategy - Review and Finalize Timeline - Review schedules and interview dates -Committee member participation	3:50-4:15
8.	Council Member Profiles (Action Item) - Review SurveyMonkey draft - Next steps	4:15-4:25
9.	Summary and Closure of Meeting	4:25-4:30

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Next Meeting: Thursday, September 4th, 2008, 3:00-4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, September 4th, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

Co-Chairs: Tonya Williams & Steve Muchnick

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of August 7th Minutes (Action Item)	3:25-3:30
5.	Update from Steering Committee (Information Item)	3:30-3:40
6.	Recruitment (Action Item) - Review new membership applications - Develop recommendations for interviews	3:40-3:55
7.	New Member Orientation (Action Item) - Review Orientation Feedback and Handbook - Develop plan for new membership orientation	3:55-4:25
8.	Summary and Closure of Meeting	4:25-4:30

Next Meeting: Thursday, October 2nd, 2008, 3:00-4:30 PM
25 Van Ness Avenue, 5th floor Conference Room

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, October 2nd, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

Co-Chairs: Steve Muchnick & Tonya Williams

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of September 4, 2008 Minutes (Action Item)	3:25-3:30
5.	Update from Steering Committee (Information Item)	3:30-3:40
6.	Review & Recommend New Members to SFDPH Director (Action Item)	3:40-4:10
7.	Finalize New Member Orientation (Action Item)	4:10-4:20
8.	Council Member Profiles (Action Item)	4:20-4:25
9.	Summary and Closure of Meeting	4:25-4:30

Next Meeting: Thursday, November 6, 2008, 3:00-4:30 PM
25 Van Ness Avenue, 5th floor Conference Room

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, November 6th, 2008
3:00 - 4:30 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

Co-Chairs: Steve Muchnick and Tonya Williams

1.	Welcome, Announcements and Agenda Changes	3:00-3:10
2.	Public Comment	3:10-3:20
3.	Member Response to Public Comment	3:20-3:25
4.	Approval of October 2, 2008 Minutes (Action Item)	3:25-3:30
5.	Update from Steering Committee (Information Item)	3:30-3:40
6.	Debrief New Member Orientation (10/30/08)	3:40-3:45
7.	Review & Suggest 2009 Scope of Work of Membership/CL Committee (Information Item)	3:45-4:00
8.	Year-End Presentation (Action Item)	4:00-4:10
9.	Optional December 4th Membership/CLC Meeting (Action Item)	4:10-4:15
10.	Council Member Profiles (Action Item)	4:15-4:25
11.	Summary and Closure of Meeting	4:25-4:30

Next Meeting: Thursday, December 4th, 2008, 3:00-4:30 PM
25 Van Ness Avenue, 5th floor Conference Room

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Thursday, January 15, 2009
3:00 - 4:30 PM
25 Van Ness Avenue, San Francisco
5th floor Conference Room

AGENDA

1. Welcome, Announcements and Agenda Changes — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Member Response to Public Comment — 3:20-3:25
4. Approve November 6th Minutes (Action Item) — 3:25-3:30
5. Committee Process and Logistics (Action Item) — 3:30-3:55
   - Co-chair(s) Election
   - Steering Representative
   - Meeting Date and Time
   - Discuss Group Process
   - Process Evaluation
6. Discuss Scope of Work (Information Item) — 3:55-4:15
   - Review 2009 Scope of Work
   - Develop goals for 2009
   - Develop Timeline
7. Exit Interviews (Discussion Item) — 4:15-4:25
   - Review proposed exit interviews by Membership/CL Committee
   - Develop action items
8. Summary and Closure of Meeting — 4:25-4:30

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Next Meeting: TBD

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, February 18, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, San Francisco
7th floor, Suite 710

AGENDA

1. Welcome, Announcements and Agenda Changes — 2:30-2:40
2. Public Comment — 2:40-2:50
3. Member Response to Public Comment — 2:50-2:55
4. Approve January 15th Minutes (Action Item) — 2:55-3:00
5. Steering Committee Update (Information Item) — 3:00-3:10
6. Transgender Populations (Information Item) — 3:10- 3:30
   - Data and Alternate Funding Sources
   - Challenging Meetings
7. Council Member Exit Interview (Information Item) — 3:30-3:55
   - Identify goals/objectives
   - Develop and brainstorm questions session
   - Develop next steps
8. Summary and Closure of Meeting (Discussion Item) — 3:55-4:00

Next Meeting: TBD

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, March 11, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:30-2:40
2. Public Comment	2:40-2:50
3. Member Response to Public Comment	2:50-2:55
4. Approve February 18th Minutes (Action Item)	2:55-3:00
5. Council Member Exit Interview (Action Item) - Review proposed questions - Decide logistics including the "who's" and "how's"	3:00-3:20
6. March 12th Council Meeting (Action Item) - Unifying exercise - Council Host	3:20-3:30
7. Begin Discussion on Team Building/Cultural Competency (Discussion Item) - Training for September HPPC Meeting.	3:30-3:55
8. Summary and Closure of Meeting (Discussion Item)	3:55-4:00

Next Meeting: Wednesday, April 8, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, April 8, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes — 2:30-2:40
2. Public Comment — 2:40-2:50
3. Member Response to Public Comment — 2:50-2:55
4. Approve March 12th Minutes (Action Item) — 2:55-3:00
5. Update from Steering Committee Meeting (Information Item) — 3:00-3:10
6. Council Member Exit Interview (Action Item) — 3:10-3:30
   - Review draft Exit Interview
   - Decide logistics
7. New Member Retention & Promotion (Information Item) — 3:30-3:40
   - Discuss and identify strategy
8. Inclusion, Parity, & Representation (IPR) Training (Discussion Item) — 3:40-3:55
   - Review API AHF previous curriculum
   - Identify goals and next steps
   - Training Title
9. Summary and Closure of Meeting (Discussion Item) — 3:55-4:00

Next Meeting: Wednesday, May 13, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, May 13, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:30-2:40
2. Public Comment	2:40-2:50
3. Member Response to Public Comment	2:50-2:55
4. Approve April 8th Minutes (Action Item)	2:55-3:00
5. Update from Steering Committee Meeting (Information Item)	3:00-3:10
6. Council Member Exit Interview (Action Item) - Review final draft of Exit Interview - Vote for approval	3:10-3:30
7. Recruitment (Action Item) - Membership Composition Review - Identify Membership Gaps - Timeline	3:30-3:55
8. Summary and Closure of Meeting (Discussion Item)	3:55-4:00

Next Meeting: Wednesday, June 10, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, June 10, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

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AGENDA

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1.	Welcome, Announcements and Agenda Changes	2:30-2:40
2.	Public Comment	2:40-2:50
3.	Member Response to Public Comment	2:50-2:55
4.	Approve May 13th Minutes (Action Item)	2:55-3:00
5.	Update from Steering Committee Meeting (Information Item)	3:00-3:05
6	Council Member Exit Interview (Action Item) - Review and discuss feedback from Steering Committee - Vote for approval	3:05-3:15
7.	Plan Closing Exercise for June 11th HPPC Meeting (Action Item)	3:15-3:25
8.	December PIR Training (Information Item) - Nickie Bazell, Asian & Pacific Islander American Health Forum TA - Identify and develop training goals and objectives - Develop several action items	3:25-3:55
9.	Summary and Closure of Meeting (Discussion Item)	3:55-4.00

Next Meeting: Wednesday, July 8, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, July 8th, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:30-2:40
2. Public Comment	2:40-2:50
3. Member Response to Public Comment	2:50-2:55
4. Approve June 10th Minutes (Action Item)	2:55-3:00
5. Update from Steering Committee Meeting (Information Item)	3:00-3:05
6. Recruitment (Action Item) - Membership Composition Review - Identify Membership Gaps - Vote on 2010 recruitment priorities and timeline	3:05-3:35
7. Parity, Inclusion, Representation (PIR) Training (Action) Review some of Nickie Bazel's recommendations for PIR training - Discuss and develop several training goals and objectives	3:35-3:45
8. Council Member Exit Interview Survey (Action Item) - Implementation & next steps	3:45-3:55
9. Summary and Closure of Meeting (Discussion Item)	3:55-4:00

Next Meeting: Wednesday, August 12th, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, August 12, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes — 2:30-2:40
   -Tonya's "Trust and Leadership" short activity

2. Public Comment — 2:40-2:50

3. Member Response to Public Comment — 2:50-2:55

4. Approve July 8th Minutes (Action Item) — 2:55-3:00

5. Update from Steering Committee Meeting (Information Item) — 3:00-3:05

6. Recruitment (Action Item) — 3:05-3:30
   - Review pool of applicants
   - Review schedules and interview dates
   - Review interview questions
   - Community member participation

7. Plan Closing Exercise for August 13th HPPC Meeting (Action Item) — 3:30-3:40

8. Parity, Inclusion, Representation (PIR) Training (Action) — 3:40-3:55
   - Review Council feedback
   - Identify next steps

9. Summary and Closure of Meeting (Discussion Item) — 3:55-4:00

Next Meeting: Wednesday, September 9th, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, September 9th, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:30-2:35
2. Public Comment	2:35-2:40
3. Member Response to Public Comment	2:40-2:45
4. Approve August 12th Minutes (Action Item)	2:45-2:50
5. Update from Steering Committee Meeting (Information Item)	2:50-2:55
6. Recruitment (Action Item) - Review pool of applicants - Review schedules and interview dates - Identify community member participation - Review Orientation plan and date	2:55-3:05
7. Parity, Inclusion, Representation (PIR) Training (Action) - Review Council feedback - Develop training goals and objectives with Nickie Bazell	3:05-3:50
9. Council Exit Interviews (Action) - Next steps for implementation	3:50-3:55
8. Summary and Closure of Meeting (Discussion Item)	3:55-4:00

Next Meeting: Wednesday, October 14th, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, October 14, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes	2:30-2:35
2. Public Comment	2:35-2:40
3. Member Response to Public Comment	2:40-2:45
4. Approve September 9th Minutes (Action Item)	2:45-2:50
5. Review September 9th Process Evaluation Results (Discussion Item)	2:50-2:55
6. New Member Orientation, Oct 28, 2009 1-4 PM (Action Item) - Approve Agenda	2:55-3:05
7. Parity, Inclusion, Representation (PIR) Training (Action) - Facilitator Update - Next steps	3:10-3:25
8. Update on Exit Interview & Report Back (Discussion Item)	3:25-3:30
9. New Member Selection Process (Action Item)	3:50-3:55
10. Summary and Closure of Meeting (Discussion Item)	3:55-4:00

Next Meeting: Wednesday, November ???, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, November 4, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 330B
San Francisco

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AGENDA

1. Welcome, Announcements and Agenda Changes	2:30-2:35
2. Public Comment	2:35-2:40
3. Member Response to Public Comment	2:40-2:45
4. Approve October 14th Minutes (Action Item)	2:45-2:50
5. Review October 14th Process Evaluation Results (Discussion Item)	2:50-2:55
6. Update on Exit Interview & Report Back (Discussion Item)	2:55-3:10
7. Parity, Inclusion, Representation (PIR) Training (Action) - Finalize Training Component	3:10-3:55
8. Summary and Closure of Meeting (Discussion Item)	3:55-4:00

Next Meeting: Wednesday, December 9, 2009, 2:30-4:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Membership/Community Liaison Committee
Wednesday, December 9, 2009
2:30 - 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome, Announcements and Agenda Changes 2:30-2:35
2. Public Comment 2:35-2:45
3. Member Response to Public Comment 2:45-2:50
4. Approve November 4th Minutes (Action Item) 2:50-2:55
5. Review November 4th Process Evaluation Results (Discussion Item) 2:55-3:00
6. Steering Committee Update (Discussion Item) 3:00-3:05
7. Update on Exit Interview & Report Back (Discussion Item) 3:05-3:10
8. Parity, Inclusion, Representation (PIR) Training (Action Item) 3:10-3:55
   - Review and finalize PIR training
   - Appreciation messages
9. Summary and Closure of Meeting (Discussion Item) 3:55-4:00

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Next Meeting: January 2010 ???

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